

General Conference Information

Introduction

This document contains the Board of Directors and Standing Committee agendas for the **Interim Meeting of the National Conference on Weights and Measures, Inc.**, (NCWM) scheduled for January 25-28, 2004, at the Hyatt Regency Bethesda, One Bethesda Metro Center, Wisconsin Avenue at Old Georgetown Road, Bethesda, Maryland 20814. To reserve a room, call the hotel directly at toll-free (800) 233-1234 or (301) 657-1234 and ask for the National Conference on Weights and Measures' meeting rate of \$150 single/double – federal government per diem (plus 12 % occupancy tax).

Agenda items to be addressed by the Standing Committees are assigned Reference Key numbers as follows:

Committee	Reference Key
Board of Directors	100 series
Laws and Regulations	200 series
Specifications and Tolerances	300 series
Professional Development Committee	400 series
National Type Evaluation Program Committee	500 series

The subject matter listed on each Standing Committee's agenda will be open for discussion as noted. Each committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. At its discretion, each committee will determine to accept items not listed in this document.

The agendas:

1. Include items brought to the attention of the Standing Committees prior to the submission deadline of October 15, 2003, and approved for inclusion in their agenda by the Committees, and
2. Are organized to serve as the basis for the Standing Committee Interim Reports (to be printed in the Program and Committee Reports of the National Conference on Weights and Measures 89th Annual Meeting, NCWM Publication 16). The final reports of the committees will be published in the NIST Special Publication Report of the 89th Annual Meeting of the NCWM following the Annual Meeting in 2004 scheduled for July 11-15 at the Hilton Pittsburgh & Towers, Pittsburgh, Pennsylvania.

The Committees have not determined whether the items presented will be voting or informational in nature; these determinations will result from their deliberations at the Interim Meeting.

Special Meetings

Several Annual Committees and other organizations are conducting meetings concurrently with the Standing Committees of the Conference.

Joint Meetings for All Committees

A joint meeting for all committees will be held on Wednesday, January 28th. Each Standing Committee will highlight the major decisions made during the week, and the Nominating Committee will present its report.

Participation

Sunday meetings are scheduled for Committee members to review their agendas (see the particular committee agenda for details). Although the sessions are open to all delegates, participation in discussions during agenda reviews is normally limited to Committee members. Comments and input are welcome when specific topics are scheduled in the Committee agendas.

General Conference Information

All sessions of NCWM meetings are normally open to members of the Conference. If a Committee Chairman recognizes a special situation involving a proprietary issue (e.g., NTEP appeals) or sensitive issue or other substantive need, that portion of the session dealing with the special issue may be closed, provided that: (1) the Conference Chairman (or in his absence the Chairman-Elect) approves, and (2) announcement of the closed meeting is posted on or near the door to the meeting session and on the announcement board at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session. Please note that the 1-day notice will not always be possible if a closed meeting is called on Sunday. Since this is a day for agenda reviews and participants may make their travel reservations in order to observe these agenda reviews, if a closed meeting becomes necessary for Sunday, every effort will be made to limit such a meeting to only part of the day.

To request an appearance with a Standing Committee, contact the appropriate Technical Advisor by December 31, 2002:

Board of Directors	Henry Oppermann	(301) 975-5507
Laws and Regulations Committee	Tom Coleman	(301) 975-4868
Specifications & Tolerances Committee	Juana Williams or Richard Suiter	(301) 975-3989 (301) 975-4406
Professional Development Committee		
National Type Evaluation Program Committee	Steve Cook	(301) 975-4003

You may also contact the Executive Secretary, Henry Oppermann, at the following address and telephone number:

Weights and Measures Division
National Institute of Standards and Technology
100 Bureau Drive, STOP 2600
Gaithersburg, MD 20899-2600
Telephone: (301) 975-5507

Contact for More Information

If you have questions about the program, registration, lodging, or meeting arrangements, contact NCWM Headquarters at the following address and telephone number:

National Conference on Weights and Measures
15245 Shady Grove Road, Suite 130
Rockville, MD 20850
Telephone: (240) 632-9454

Reports

There will **not** be a transcript of the proceedings of the Interim Meetings. Each committee will prepare its report to the NCWM containing its recommendations based upon the presentations, discussions, and deliberations on all matters on its agenda that were taken up during the Interim Meetings. These reports will be published in the Committee Reports for the 89th Annual Meeting, NCWM Publication 16, to be mailed to the NCWM membership in May 2004.

89th Annual Meeting of the National Conference on Weights and Measures

The National Conference on Weights and Measures 89th Annual Meeting will be held at the Hilton Pittsburgh and Towers in Pittsburgh, Pennsylvania, from July 11-15, 2004. The room rate for the Annual Meeting will be \$87 per night (Federal Government per diem), single or double, plus tax. For reservations please call the hotel at (412) 391-4600. The reservations cut-off date is Friday, June 11, 2004.

Units of Measurement

In keeping with the provisions of the Omnibus Trade and Competitiveness Act of 1988, which establishes the metric system as the preferred system of measurement for commerce and trade, units of the metric system have been used in this document, except where industry has not yet converted from the inch-pound system. In some instances, proposals are quoted in the Committee agendas; they may appear in inch-pound units only.